

Space Management Policy

Brief

Title:	Space Management Policy
Publication date:	11/13/2015
Effective date:	11/13/2015

BRIEF

Policy Summary

This policy and its supporting processes establish the guidelines for the management of Berkeley Lab space as a critical mission-readiness resource in a strategically planned, principled, efficient, and cost-effective manner.

Who Should Read This Policy

- All members of the Laboratory community are affected by this policy.
- A smaller set of persons drive the policy's implementation, including the Laboratory Director, the Associate Laboratory Director for Operations (ALDO) and his designees, the Associate Laboratory Directors for science, and the directors of scientific and operations divisions, and the staff assigned by them to manage Berkeley Lab space allocation and utilization.

To Read the Full Policy, Go To:

The POLICY tab of this wiki page

Contact Information

- Senior Advisor to the ALDO
- Berkeley Lab Space Planning, Facilities, spaceplanning@lbl.gov

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POLICY

A. Purpose

This policy and its supporting processes establish the guidelines for the management of Lawrence Berkeley National Laboratory (Berkeley Lab) space as a critical mission-readiness resource in a strategically planned, principled, efficient, and cost-effective manner.

B. Persons Affected

All members of the Laboratory community are affected by this policy. A smaller set of persons drive the policy's implementation, including the Laboratory Director, the Associate Laboratory Director for Operations (ALDO) and his designees, Associate Laboratory Directors for science, directors of scientific and operations divisions, and the staff assigned by them to manage Laboratory space allocation and utilization.

C. Exceptions

None

D. Policy Statement

1. **General:** Space plays a critical role in support of Berkeley Lab's mission readiness, defined as the capability of existing facilities and infrastructure to enable delivery of the scientific missions assigned. To ensure that Laboratory researchers can meet mission requirements and that Berkeley Lab's strategic objectives are attained at a reasonable cost to the community, the Laboratory assigns and reassigns multi-program research, office, and other support space as missions evolve and requirements change. Berkeley Lab's policy on space management supports the optimal use of space as a mission-readiness resource in a strategically planned, principled, efficient, and cost-effective manner, which minimizes disruption of program activities.
2. **Space Ownership and Stewardship**
 - The Laboratory controls all space in buildings on the Berkeley Lab site, and authority for its allocation vests in the Laboratory Director. The Laboratory Director has delegated the implementation of space policy and the authority to allocate space to the ALDO.
 - Space is allocated to Berkeley Lab scientific and operations divisions and user facilities for their programmatic use. These organizations serve as stewards of their assigned space allocations and must ensure that the space under their stewardship is used in accordance with the Laboratory's policy and procedures guiding space management.
3. **Space Management Principles:** Effective space management is fundamental to Berkeley Lab's mission readiness. The following principles are guidelines for space allocation and utilization:
 - **Manage transparently.** All Laboratory space must be managed in a consistent manner and in accordance with established and clearly communicated principles and processes.
 - **Optimize productivity.** Space is allocated and used to maximize the productivity of Laboratory employees.
 - **Use as designed.** Each space is to be used for the purpose for which it was designed. Conversion of space to serve a different purpose may be done only with the prior written approval of the ALDO.
 - **Give research priority.** Research has priority for space over operations.
 - **Allocate research laboratory space to divisions.** Scientific divisions are allocated research space to meet their program requirements.
 - **Contiguous research space.** Optimal space allocation supports the contiguity of space allocations for research programs, including contiguity of space allocations for programs collaborating across divisional lines (e.g., programs within an Associate Laboratory Director Area or another broad, organized research effort).
 - **Allocate office space.** Office space is allocated among the scientific and operations divisions in accordance with Laboratory office-space metrics. Scientific and operations divisions receive allocations of office space based on the distribution of their personnel within classifications per the Laboratory's applicable [space metrics](#). Division directors or their designees assign office spaces to division personnel at their discretion, within the limit of their division's total space allocation. For cost effectiveness and maximum space utilization, Berkeley Lab encourages open and shared office space.
 - **Proximate laboratory and office space.** In buildings containing both offices and laboratories, groups with laboratory space in the building have priority for the associated office space. If a building has insufficient office space for those working in its laboratories, the laboratory personnel have priority over operations staff for office space in nearby buildings, as available. If a research program depends significantly on a major facility (e.g., the Advanced Light Source, 88-Inch Cyclotron, Molecular Foundry, etc.), the research program has priority for adjacent and nearby office and laboratory space.
4. **Off-site Space**
 - Under certain circumstances, off-site space may be leased to accommodate Laboratory needs. The ALDO has designated the Facilities Division as the sole authorized agent for the acquisition of leased space for the Laboratory. See the [Leased Building Program Policy](#).
 - Off-site space acquisition is governed by a variety of University policies, and the Laboratory must also comply with 48 CFR 917.74 and Clause I.70 of Prime Contract 31 in making any agreement for real property. All rental rates and tenant improvement costs must be appropriately justified as required by DOE's *Standard Operating Practice on Real Estate Management*, dated 1/10/2005.
 - In addition to lease agreements, this policy applies to other real estate transactions, including licenses, easements, etc.
5. **Space at the University of California at Berkeley (UC Berkeley)**
 - Each division using space in a UC Berkeley-managed facility to conduct Laboratory-funded research must report the building, room, and percentage of space used by Berkeley Lab at the beginning and end of occupancy, and upon any

change to the percentage of space used by the Laboratory. This information will be reported to the Facilities Division Space Planning Office.

- Note: Donner Laboratory, located on the UC Berkeley campus, is a Laboratory-managed facility. The official Laboratory designation for Donner Laboratory is Building 1.

E. Roles and Responsibilities

1. Laboratory

- The Laboratory Director has delegated the implementation of this policy and the authority to allocate space to the Associate Laboratory Director for Operations (ALDO), with support from Facilities Division Space Planning and in consultation with the Berkeley Lab Space and Infrastructure Governance Board (SIGB) and the Space Advisory Committee (SPAC). Requests for exemptions to this policy must be approved in writing by the ALDO.
- The SIGB is chaired by the Berkeley Lab Deputy Director and is comprised of the Associate Laboratory Directors. SIGB reviews proposals for new and revised division space allocations and assignments that extend outside a particular Laboratory directorate, and makes recommendations to the ALDO, who is the deciding official.
- The [SPAC](#) is chartered by the ALDO and includes representatives from the scientific and operations divisions and the ALDO or the ALDO's designee. The SPAC Charter may be found [here](#). The ALDO or the ALDO's designee assigns Facilities Division staff to support the committee's work. The SPAC serves in an advisory capacity and makes recommendations for space-management policy and procedures.

2. Scientific and Operations Divisions

- Each division is responsible for managing the utilization of the space allocated to it in accordance with the Laboratory's space-management policy, principles, and procedures.
- Each division director (or designee) is responsible for assignment of laboratory and office space to members of the division or unit. If program needs within a division exceed the division's assigned amount of space, the division director may ask his/her ALD for another space within their directorate area. If there is not sufficient space within an ALD's area, the request may be raised to the SIGB.
- Each division designates a [division space coordinator](#), who serves as the point of contact for the division's space information.
- The division space coordinator works with staff from the Facilities Division Space Planning Office to establish and maintain accurate and timely space data in the institutional space database. The division space coordinator has access to the space database to create space reports and plans in support of division space management.

3. Facilities Division

- Supports the management and utilization of space, both on site and off site.
- The Facilities Division Space Planning Office maintains the institutional space database, provides consultation and support for space utilization planning for the institution and for divisions, and assists in the coordination of space renovation and moves. Members of the Facilities Division are appointed by the ALDO to provide staff support to the SPAC.

4. Procurement

- Assists in conducting a search for off-site space, as needed, obtains Department of Energy (DOE) and UC approvals, and facilitates execution of the lease.
- Administers payments for tenant improvements, rent, and operating expenses.

F. Definitions/Acronyms

No special terms

G. Recordkeeping Requirements

As noted in Section E(3) above, a database system containing space utilization information is maintained by the Facilities Division Space Planning Office.

H. Implementing Documents

- [Space Planning, Facilities Web site](#)
- [Space Advisory Committee \(SPAC\) Charter](#)
- [Office Space Metrics](#)
- [Space Type Definitions](#)
- [List of Division Space Coordinators](#)

- [Unified Project Call Process](#)

I. Contact Information

- Senior Advisor to the ALDO
- Berkeley Lab Space Planning, Facilities, spaceplanning@lbl.gov

J. Revision History

Date	Revision	By whom	Revision Description	Section(s) affected	Change Type
1/2/2012	1	L. Young	Prepare for wiki	All	Minor
11/13/2015	2	E. Ford	New committee and review process	Various	Major

Procedures

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PROCEDURES

A. Space Utilization Review

Space plays a critical role in support of Berkeley Lab's mission readiness, which is the capability of existing facilities and infrastructure to enable delivery of the scientific missions assigned. To ensure the optimal use of space on an ongoing basis, Berkeley Lab will conduct regular space-utilization reviews.

Utilization of research laboratories, office space, and storage areas will be reviewed biennially by teams appointed by the ALDO, Division Directors or their designee and supported by staff from the Facilities Space Planning Office. The goals of the Space Utilization Reviews are to define a common set of fundamental space types that enable delivery of the scientific mission, measure the amount we have and, assess the degree of use. Ratings defined by the Department of Energy Laboratory Operations Board will be assigned to indicate the degree of utilization of each space. Data will be reported to the DOE, the ALDO, and shared with the entire Laboratory. Divisions are expected to consider underutilized space within their own space allocations before requesting new space from the Laboratory. When Laboratory space is no longer being well utilized, the division has a responsibility to manage space proactively and to return it to the institution (Berkeley Lab) if the space is no longer needed. In the case of overuse, the division must mitigate the issue promptly.

When responding to requests for new space, the ALDO, in consultation with the appropriate Associate Laboratory Director, and with support of the Senior Advisor to the ALDO and Facilities Division Space Planning Office, may work with a division that is managing underutilized space, to reassign the space to another division in need of space.

B. Changes in Use of Space

Laboratory space. Major modifications to a laboratory or conversion of laboratory space for non-laboratory use should be approved in writing by the ALDO in advance.

When a divisional laboratory space is vacated for other use, the releasing division must ensure that the space is cleared of materials and equipment and is devoid of any contamination. Financial responsibility for the space returns to the Laboratory when the space has been cleared and decontaminated.

Office space. No notice to or approval by the ALDO is required when a single divisional office space is vacated and reassigned for immediate reuse by the same division. Reuse of the vacated office spaces will be reviewed for consistency with Laboratory-wide mission-readiness needs and space-management principles.

When divisional office spaces are vacated for use by another division, the releasing division must ensure that the spaces are clean and cleared of materials. Berkeley Lab's [Archives and Records Office](#) can assist with the proper storage and disposition of scientific records.

C. Requests for Space

When a division has new space needs, it must examine all possibilities to optimize space efficiencies within its existing space allocations and consult with the division ALD before submitting a request for additional space to the SIGB.

Associate Laboratory Directors and division directors work together to resolve space issues when reallocations take place across division lines. Interdivisional negotiations may result in a mutually beneficial plan for strategic changes in space assignments involving several divisions. If proposals involve more than one ALD area, these plans must be submitted to the SIGB for evaluation and approval before implementation. All reassignments of space between divisions must be approved in writing by the ALDO. To provide an orderly and transparent process, and because space modernization may be required in assignments of additional space, the space request procedure links institutional space planning with the annual Berkeley Lab Unified Project Call process for institutional project identification, prioritization, and funding (see [Uni-Call policy](#)).

Divisions can submit requests for new space, or for help with space modification, on an as-needed basis throughout the year. These requests will be considered in relation to available resources. For detailed information on submitting a space request off-cycle from the Uni-Call process, contact the Facilities Project Portfolio Manager.

Biennial space utilization reviews provide supporting data for the annual space call and related considerations. A list of available and underutilized Berkeley Lab spaces will be developed and maintained. The Senior Advisor to the ALDO will review new space-use proposals, along with spaces identified as candidates for satisfying the requests. The Senior Advisor to the ALDO will present recommendations to the SIGB, who makes final decisions on space requests. The ALDO communicates space-assignment changes to the divisions involved.

D. Funding Space Renovation and Moves

Costs related to moving into or alterations to newly assigned space are normally borne by the incoming division. When moves are required by the Laboratory, costs will be borne by Laboratory overhead and/or the benefiting division.

E. Off-site Space

Under certain circumstances, off-site space may be leased* to accommodate Laboratory needs. The Facilities Division has been designated by the ALDO as the sole authorized agent for the acquisition of leased space for the Laboratory. Should off-site space be needed, the division (or other entity) needing it must first send a request to the ALDO for approval. Upon approval, the Facilities Division will assist the division in assessing the amount, type, and other parameters of need and will engage the Procurement Department to acquire appropriate space.

Off-site space acquisition is governed by a variety of University policies, and the Laboratory must also comply with 48 CFR 917.74 and Clause I.70 of Prime Contract 31 in making any agreement for real property. The Procurement Department will assist in conducting a search for space, as needed, obtain DOE and UC approvals, and facilitate execution of the lease. The Facilities Division will manage modifications, tenant improvements, and moves to the newly leased space. All rental rates and tenant improvement costs will need to be appropriately justified as required by DOE's *Standard Operating Practice on Real Estate Management*, dated 1/10/2005.

Once the Laboratory has taken beneficial occupancy of the space, it commences the payment of rent. The Procurement Department administers payments for tenant improvements, rent, and operating expenses. The use of such space is guided by all applicable Laboratory Space Management policy and procedures.

During the term of the lease, tenants must notify the Facilities Division of any needed major modifications and/or improvements to the leased space. Upon request, the Facilities Division may assess the specific parameters of the desired modifications, engage the Procurement Department to obtain the approvals required, and manage such modifications.

The Facilities Division and Procurement Department will manage and conduct activities associated with closeouts upon the termination of any lease agreement.

*Note: In addition to lease agreements, this policy applies to other real estate transactions including licenses, easements, etc.

F. Implementing Documents

- [Space Planning, Facilities Web site](#)
- [Space Advisory Committee \(SPAC\) Charter](#)

- [Office Space Metrics](#)
- [Space Type Definitions](#)
- [List of Division Space Coordinators](#)
- [Unified Project Call Process](#)

G. Revision History

Date	Revision	By whom	Revision Description	Section(s) affected	Change Type
1/2/2012	1	L. Young	Prepare for wiki	All	Minor
11/13/2015	2	E. Ford	New committee and review process	Various	Major

Document Information

DOCUMENT INFORMATION

Title:	Space Management Policy
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Policy Area:	Space
RPM Section (home)	Asset Management
RPM Section (cross-reference)	Section 1.20
Functional Division	Lab Directorate
Prior reference information (optional)	RPM Section 1.20

Source Requirements Documents

- Berkeley Lab Senior Management requirement
- 48 CFR 917.74, *Acquisition, Use, and Disposal of Real Estate*
- Contract 31, Clause I.70, DEAR 952.217-70, *Acquisition of Real Property* (APR 1984)

Implementing Documents

Document number	Title	Type
	Space Planning, Facilities Web site	Web
	Space Advisory Committee (SPAC) Charter	Charter
	Office Space Metrics	Web
	Space Type Definitions	Web

	List of Division Space Coordinators	Web
01.02.005.000	<i>Unified Project Call Process</i>	Policy
